

OFFICE OF THE GENERAL COUNSEL
Division of Operations-Management

MEMORANDUM OM 95-62

August 18, 1995

TO: All Regional Directors, Officers-in-Charge,
and Resident Officers

FROM: B. Allan Benson, Acting Associate General Counsel

SUBJECT: Form for Filing an Appeal

Recently a question arose to whether an appeal had been filed late because it arrived at the Washington D.C. headquarters building after regular office hours. To avoid any confusion on this point, attached is a new form NLRB-4938. The revisions are set forth below in bold.

The appeal must be received by the General Counsel in Washington, D.C. by the close of business **at 5:00 p.m. EST (EDT)** on "DATE"

Please photocopy this form until you receive a supply from Washington.

B. A. B.

Attachment

MEMORANDUM OM 95-62

Form NLRB-4938
(6-93)

UNITED STATES OF AMERICA
NATIONAL LABOR RELATIONS BOARD

PROCEDURES FOR FILING AN APPEAL

Pursuant to the National Labor Relations Board Rules and Regulations you may obtain a review of this action by FILING AN APPEAL WITH THE GENERAL COUNSEL of the National Labor Relations Board, 1099 14th Street, N.W., Washington, D.C. 20570, AND A COPY WITH ME. This appeal must contain a complete statement setting forth the facts and reasons upon which it is based. The appeal must be received by the General Counsel in Washington, D.C. by the close of business at 5:00 p.m. EST (EDT) on _____. Upon good cause shown, however, the General Counsel may grant special permission for a longer period within which to file. A copy of any such request for extension of time should be submitted to me.

If you file an appeal, please complete the notice forms enclosed with the attached letter and send one copy of the form to each of the other parties whose names and addresses are listed. The notice forms should be mailed at the same time you file the appeal, but mailing the notice forms does not relieve you of the necessity for filing the appeal itself with the General Counsel and a copy of the appeal to me within the time stated above.